



DEPARTMENT OF THE ARMY  
104<sup>TH</sup> AREA SUPPORT GROUP  
UNIT 20193, BOX 0046  
APO AE 09165-0046

IMEU-HAN-EEO

25 February 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy (CP) 0-2b, on Equal Employment Opportunity

1. REFERENCE. Army Regulation (AR) 690-12, Equal Employment Opportunity and Affirmative Action dated 4 March 1988.

2. PURPOSE. I am firmly committed to and affirm my support for, the Installation Management Agency and the Department of the Army's Equal Employment Opportunity (EEO) policy and the promotion of a strong affirmative employment program. My policy on EEO, sexual harassment, and accommodation is based on, and consistent with, relevant laws, regulations, and policies.

3. APPLICABILITY. This policy applies to all U.S. Army civilian employees, former employees, or applicants for employment in the 104<sup>th</sup> Area Support Group (ASG) Area of Responsibility (AOR).

4. POLICY. The 104<sup>th</sup> ASG is dedicated to providing equal employment opportunity for employees, former employees and applicants in its workforce based on merit, fitness, and capability without regard to race, color, sex, religion, national origin, age, physical/mental disability or sexual orientation. I will not tolerate discrimination in employment or the unwillingness to accommodate qualified persons with disabilities. In addition, individuals with authority shall not subject any person to retaliation/reprisal for opposing discriminatory practices or for participating in any stage of the administrative or judicial process.

a. To ensure compliance, I will work with our commanders, managers, supervisors, and the 104<sup>th</sup> ASG EEO Manager to ensure that this commitment is thoroughly understood, rigorously followed, and recognized as an important part of our organization and mission. Our goal is to promote the full realization of EEO through a continuing affirmative employment program that eliminates discrimination.

b. The 104<sup>th</sup> ASG will:

(1) Conduct all terms and conditions of employment (including but not limited to, recruitment, hiring, evaluation, placement, assignment, promotion, termination, awards, compensation, and training) in compliance with equal employment opportunity laws and regulations;

(2) Provide equal employment opportunity for all persons;

(3) Eliminate discrimination where it is found;

(4) Ensure the prompt and fair processing and disposition of discrimination complaints;

(5) Where at all possible and resources available, increase, through effective outreach to all segments of our society, the representation of women, minorities and individuals with disabilities in all occupations, grade levels and locations where they are underrepresented and/or nonexistent;

(6) Ensure the work environment is conducive to success for all employees and free of threatening, harassing, hostile or demeaning behavior; and,

(7) Provide reasonable accommodation to qualified applicants and employees with identified disabilities. Exceptions to accommodation will be considered when it can be demonstrated that an accommodation would: (1) fundamentally alter the nature of the essential functions of the job, or (2) create an undue hardship, or (3) cause a direct threat to health and safety of any employee.

c. Supervisors will become knowledgeable of the many resources available and make a complete evaluation of the essential functions of the position as related to the disability before determining a reasonable accommodation. Managers are encouraged to meet or exceed the requirements for reasonable accommodation and general access through innovative techniques.

d. Managers and supervisors will be held accountable for ensuring equal opportunity and for achieving progress towards a more representative work force at all levels. Additionally, managers and supervisors must continue to take positive steps toward ensuring a supportive work environment and reaching early resolution of complaints. They must also avoid even the appearance of acts of reprisal against employees who exercise their rights to file complaints. Accordingly, equal opportunity will continue to be a factor in the performance evaluation of all managers and supervisors.

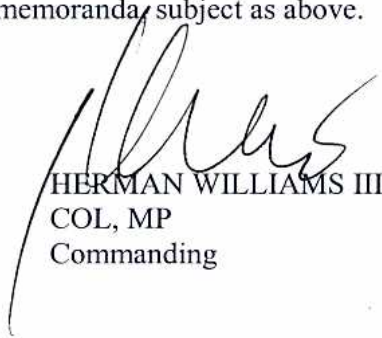
e. All employees play an important role in maintaining an environment of equal opportunity, and have a moral and legal responsibility to treat all colleagues with respect and professionalism.

f. I encourage all managers, supervisors, and employees to use the Alternative Dispute Resolution Program (ADR) in the event of workplace disputes. ADR is an informal process whereby parties voluntarily agree to attempt to resolve their differences.

g. This policy should be posted in conspicuous locations throughout the workplace.

5. Point of contact for this memorandum is Mr. Carlos Ramirez-Vasquez, EEO Officer, DSN 323-2061; E-Mail is Carlos.Ramirez-Vazquez@104asg.army.mil.

6. This memorandum supersedes all previous memoranda subject as above.



HERMAN WILLIAMS III  
COL, MP  
Commanding

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